

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.146B

2/22/93

SUBJ: STANDARD ORGANIZATION OF AIR TRAFFIC FLIGHT SERVICE STATIONS (FSS)

1. PURPOSE. This order establishes the standard organizational structures for FSS's and automated flight service stations (AFSS).

2. DISTRIBUTION. This order is distributed to the Air Traffic division level, the Office of Aviation Policy, Plans, and Management Analysis in Washington headquarters, the regional Air Traffic branch levels, the Federal Aviation Administration Technical Center, the Mike Monroney Aeronautical Center, and a limited distribution to all air traffic field facilities.

3. CANCELLATION.

a. Order 1100.146A, Standard Organization of Air Traffic Flight Service Stations, dated November 18, 1983, is cancelled.

b. All waivers previously granted for deviation from Order 1100.146A are cancelled.

4. ACTION. The provisions of this order are effective immediately and shall be completed within 1 year. Regional Air Traffic Divisions shall realign field facility organizational structures within the framework of this order and Order 1380.33, Air Traffic Staffing Standards System, to ensure effective utilization of personnel.

5. BACKGROUND. Modernizing the air traffic system requires improved operational efficiency and accountability of facility personnel. Dynamic growth in technology, user needs, and budgetary constraints require the effective and efficient restructuring of FSS organizations.

6. EXPLANATION OF CHANGES.

a. Staffing guidelines for facilities have been removed from Order 1100.146 and will be incorporated in revised Order 1380.33. The 1380 series will incorporate all staffing standards for the flight service, en route, and terminal options. Furthermore, the data base must be periodically updated and refined to ensure that it is representative of current work methods, procedures, systems, and practices. Placing staffing guidelines in Order 1380.33 will ensure a periodic review and update of facility staffing.

Distribution: A-W(AT/TZ/TM/TP/TR/TH/PO)-2; A-X(AT)-3;
A-YZ-1; A-FAT-0 (LTD)

Initiated By: ATZ-320

b. Eliminations From Order.

(1) Appendix 1. Overhead Staffing Guidelines.

(2) Appendices 2 through 6. Examples of Standard Organization for FSS's.

c. Additions to Order.

(1) Appendix 1. Example of Standard Organization for an Automated Flight Service Station.

(2) Appendix 2. Example of Standard Organization for a Flight Service Station.

7. DEFINITION. Only the following titles and position abbreviations are authorized for use.

a. Air Traffic Manager (ATM)

b. Assistant Air Traffic Manager (AATM)

c. Area Manager (AM)

d. Area Supervisor (AS)

e. Assistant Managers

(1) Automation (AMA)

(2) Programs (AMP)

f. Staff Specialists

(1) Automation Specialist (AUS)

(2) Quality Assurance Specialist (QAS)

(3) Training Specialist (TS)

(4) Quality Assurance and Training Specialist (QATS)

(5) Plans and Procedures Specialist (PPS)

(6) Program Specialist (PS)

g. Air Traffic Control Specialist (ATCS)

h. Flight Watch Specialist (FWS)

i. Administrative Officer (AO)

j. Program Support Assistant (AA)

k. Secretary (SEC)

8. RESPONSIBILITIES.

a. The Office of Air Traffic System Effectiveness shall conduct an audit of facilities for program effectiveness during facility evaluations.

b. The Office of Air Traffic Program Management shall process requests for waivers that are submitted consistent with paragraph 10b of this order.

c. Regional Air Traffic Division managers shall evaluate position requirements and provide staffing for only those positions necessary to maintain an effective operation consistent with system and user needs.

9. AUTHORIZATION.

a. The organizational structures prescribed in this order shall be accommodated within allocated Air Traffic resources. ATM's, with regional concurrence, are provided flexibility to combine/decombine positions and functions to ensure maximum efficiency and productivity. When workload factors necessitate additional functions beyond the scope of this order, regional Air Traffic Divisions are authorized to deviate from the prescribed organizational structure for periods not to exceed 1 year. Regions shall forward detailed notification of structural change to the Director of Air Traffic Program Management, ATZ-1, prior to the effective date of the change. A summary of benefits derived and recommendations shall be forwarded to the Resource Management Program, ATZ-300, at the conclusion of the deviation period.

b. As the Hub concept continues to evolve, the regions may, at their discretion, elect to staff some management and staff specialist positions at the Hub manager's facility rather than at the satellite facilities to better utilize the personnel in support of the Hub.

10. PROCEDURES.

a. Organizational Structure. The organizational structures in the appendices are generic in nature, and not all functions are authorized in each facility.

b. Waiver. A waiver to the basic structure, in excess of 1 year, may be obtained as follows.

(1) Facility managers shall submit requests to regional Air Traffic Division managers 90 days prior to the implementation of the proposed change.

(2) Regional Air Traffic Divisions shall forward justifications to ATZ-1 at least 45 days prior to the proposed implementation of the proposed change.

(3) Based on the justification, a waiver may be issued for a period not to exceed 2 years.

(4) If the duration of the change exceeds the 2-year timeframe, the affected facility must again follow the process prescribed in 10b(1) and (2) above.

11. FACILITY TITLE DESCRIPTIONS. The following organizational titles are to be used where authorized by Order 1380.33.

a. Air Traffic Manager. The ATM provides supervision to AATM's, AM's, AS's, assistant managers, staff personnel, and ATCS personnel, as appropriate.

(1) Air Traffic Manager (ATM) (Hub). The Hub ATM reports to the regional Air Traffic Division manager or assistant Air Traffic Division manager, as directed. This position provides supervision and support to the ATM's at facilities in their assigned Hub. This manager is accountable for the overall operational and administrative matters affecting the Hub and the facility. This manager is responsible for all duties specified in current Order 1100.153, Air Traffic Hub Management Organization.

(2) Air Traffic Manager (ATM) (Satellite). The ATM at a satellite facility reports to the Hub ATM. This manager is accountable for the overall operational and administrative matters affecting the facility.

b. Assistant Air Traffic Manager (AATM). The AATM reports to the ATM and provides supervision to the AM's, AS's, assistant managers, and staff personnel, as appropriate. This manager coordinates and integrates operational and administrative workload of line and staff personnel.

c. Line Personnel.

(1) Area Manager (AM). The AM reports to the ATM or AATM, as appropriate. This manager is responsible for the overall management of FSS operations. The AM provides first-line supervision to AS's and is accountable for integrating air traffic operations into an effective and efficient service.

(2) Area Supervisor (AS). The AS reports to the AM, AATM, or ATM, as appropriate. The AS provides first-line supervision to a number of ATCS's and is accountable for ensuring that efficient and effective air traffic service is maintained.

(3) Air Traffic Control Specialist (ATCS). This specialist reports to an AS or ATM, as appropriate. Each ATCS is accountable for providing air traffic control services consistent with operational procedures, equipment, and the facility mission. The ATCS receives proficiency training and participates in providing on-the-job training (OJT) to developmental controllers.

(4) Flight Watch Specialist (FWS). This specialist reports to an AS or ATM, as appropriate. An FWS specialist provides en route flight advisory service and other air traffic control services consistent with operational procedures, equipment, and the facility mission. An FWS receives proficiency training and participates in providing OJT to developmental controllers.

d. Staff Personnel.

(1) Assistant Managers. These managers, where authorized in accordance with Order 1380.33, report to the ATM or AATM, as appropriate, and provide supervision to assigned personnel. They perform other duties as prescribed by facility management.

(a) Assistant Manager for Automation (AMA). This manager is accountable for technical matters pertaining to the facility operational computer, automation programs, and other related programs at area support facilities.

(b) Assistant Manager for Programs (AMP). This manager is accountable for the facility training program, quality assurance program, accident/incident reports, unsatisfactory condition reports (UCR), operational error reports, and the Liaison and Familiarization Travel Program. He or she is accountable for developing operational plans and procedures, leased services and operations budgets, and the facilities and equipment budget, maintaining traffic and staffing statistics, and developing security policies.

(2) Staff Specialists. These specialists report directly to the related AM, AATM or ATM, as appropriate. They are accountable for completed staff work as required for effective facility management.

(a) Automation Specialist (AUS). The AUS serves as an automation specialist in a Flight Service Data Processing System (FSDPS). This position assures that all air traffic related elements of the FSDPS operate in a manner acceptable to the AFSS's that it serves.

(b) Quality Assurance Specialist (QAS). The QAS conducts evaluations and establishes a followup program to correct deficiencies. He or she processes accident reports, UCR's, pilot complaints, and Freedom of Information Act requests. The QAS develops the local quality assurance program and monitors facility adherence to the program.

(c) Training Specialist (TS). The TS plans and conducts facility proficiency, refresher, and remedial training programs for facility specialists. This specialist plans and conducts the training program for developmental controllers. The TS maintains narrative and statistical data on employee progress and training failures.

(d) Quality Assurance and Training Specialist (QATS). Where a QAS is not authorized, these duties will be performed by a TS who will be called a QATS.

(e) Plans and Procedures Specialist (PPS). The PPS develops and recommends modifications to procedures and accomplishes required coordination on letters of agreement. He or she develops all intrafacility operational procedures and prepares necessary technical materials for conducting air traffic operations.


(f) Program Specialist (PS). The Air Traffic Division manager may combine any of the above staff positions as required and designate this specialist as a PS. PS's will perform staff duties as assigned.

e. Non-GS-2152 Positions.

(1) Administrative Officer (AO). The AO reports to the ATM or AATM, as directed, and provides technical guidance needed to manage the facility. This officer aids the manager with facility/Hub organization, funds, employees, equipment, and other tools or resources of management. He or she provides key work in several other vital functions such as management analysis, procurement, contract administration, property and space management, security, reports, data processing, and similarly related activities as prescribed by facility management.

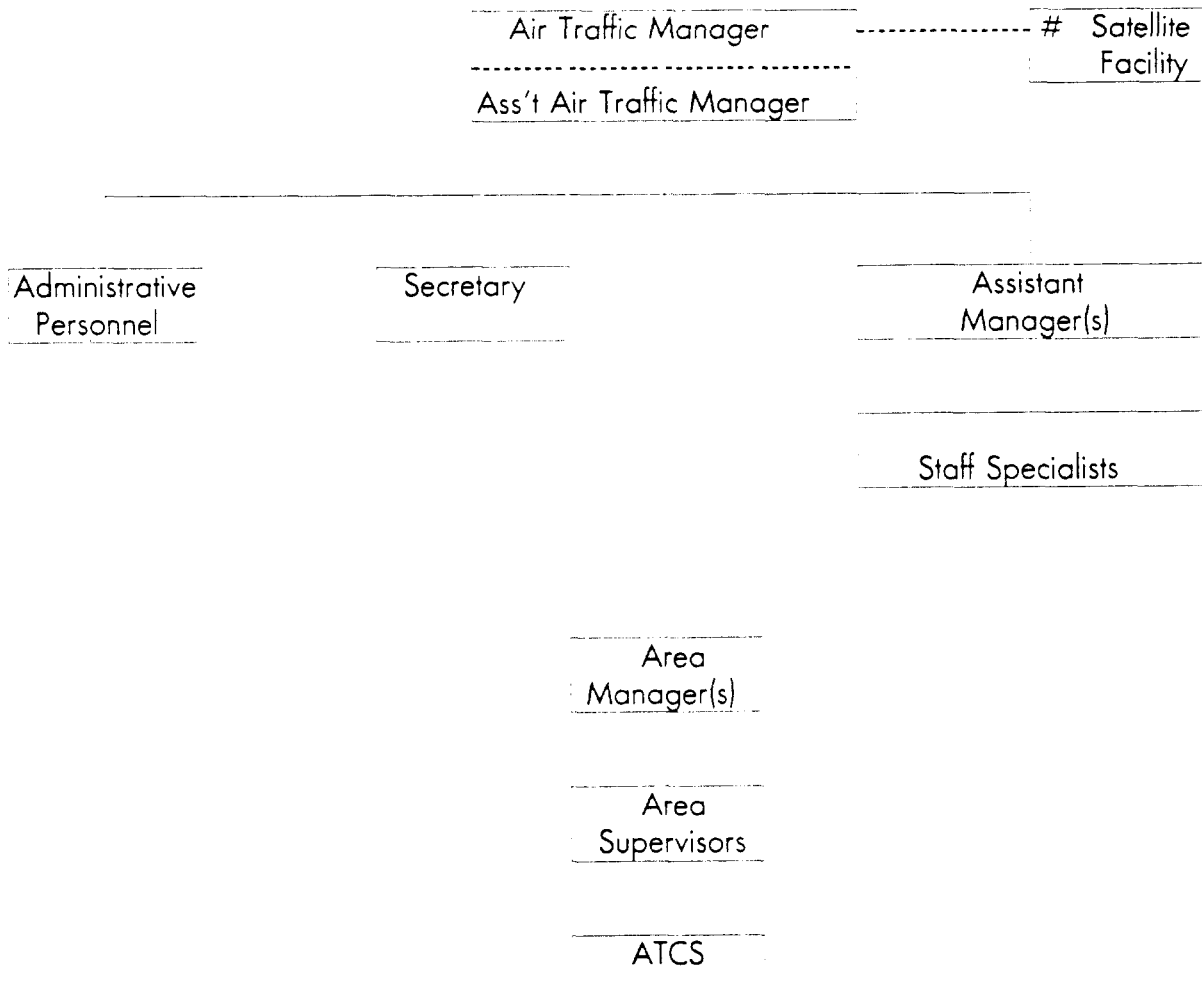
(2) Program Support Assistant (AA). He or she reports to the Hub ATM or AATM, as directed. The AA provides technical guidance in the program area of budget, directives and records management, maintenance of property records, travel, time and attendance, and purchasing.

(3) Secretary (SEC). The SEC reports to the ATM or AATM. He or she is responsible for all clerical duties.



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Appendix 1. Example of Standard Organization for an Automated Flight Service Station



Supervision in satellite facilities may be provided by an Air Traffic Manager or an Area Supervisor. If supervision is provided by an Area Supervisor, this position may report to an AFSS Area Manager or AFSS Assistant Air Traffic Manager as deemed appropriate by the regional Air Traffic Division manager.

Appendix 2. Example of Standard Organization for a Flight Service Station

